



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DISABILITY ADJUDICATION SUPERVISOR	35	B	12.457
DISABILITY ADJUDICATOR IV	33	B	12.456
DISABILITY ADJUDICATOR III	32	B	12.428
DISABILITY ADJUDICATOR II	30	B	12.425
DISABILITY ADJUDICATOR I	28	B	12.403

SERIES CONCEPT

Disability Adjudicators evaluate applications for Social Security disability benefits; perform comprehensive reviews of medical, vocational and legal data; make judgments as to the nature and severity of physical and mental impairments and determine applicants' capacity to perform work; apply Social Security law and court orders to specific findings of fact developed from medical and vocational evidence.

Interview applicants to obtain personal history; verify, develop and document required medical and vocational evidence; review applications for completeness; request and authorize payments for existing collateral medical, psychological, vocational and employment information necessary to make disability determinations; recommend the purchase of consultative examinations.

Integrate physical, mental and vocational functional assessments to determine the combined effects and severity of impairment in compliance with Social Security Administration regulations; consult with program physicians and psychologists to resolve conflicts with medical evidence and determine clinical severity and/or residual functional capacity; apply federal regulations, procedures and standards to findings of fact and abstract medical and vocational concepts; establish the onset of the disability.

Compile the entire body of evidence into a written medical/legal decision of disability which documents the medical and vocational facts, statutory requirements, and the occupational potential of the claimant; evaluate symptoms and alleged limitations to determine credibility; evaluate the consistency of treating/examining source statements and opinions; prepare personalized notices using appropriate lay language to inform claimants of disability decisions; determine the need for future review of favorable decisions.

Conduct comprehensive vocational analysis of the claimant's vocational background, education, age, relevant work experience, and demonstrated functional capacity for gainful employment; determine ability to perform jobs within the local and national economy; act as an agency resource providing advice and guidance to consulting physicians and claims adjudicators.

Perform related duties as assigned.

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CLASS CONCEPTS

Disability Adjudication Supervisor: Under administrative direction, incumbents plan, organize, coordinate and supervise activities of a unit of Disability Adjudicators; provide input for employee selection; provide training and guidance for staff development; delegate authority and responsibility; assign work based on workers' caseloads, skill level and experience; review and approve requests for consultative examinations to ensure need is documented; assist in the resolution of difficult casework problems; establish work performance standards, evaluate performance, and initiate disciplinary actions. In addition, incumbents in this class ensure continuity of adjudication services by performing duties assigned to other positions in the agency during staff shortages or absences and either:

- 1) Monitor the caseload management of subordinate adjudicators to ensure the adjudication of claims meets goals for accuracy, production and timeliness established by the agency and the Social Security Administration; review decisions to ensure compliance with applicable policies and procedures; resolve case deficiencies; respond to claimant inquiries; participate in program planning and implementation; and ensure budgetary limits are not exceeded; or
- 2) Plan, develop, implement and maintain the federally mandated quality assurance program; conduct staff training relative to the rules, regulations, policies and procedures of the disability adjudication process; ensure disability determinations are made accurately, timely and in compliance with federal requirements; independently plan, develop, and implement case review procedures; analyze findings resulting from quality assurance reviews; direct corrective action on decisions which do not conform to Social Security regulations; advise management of program performance and make recommendations for corrective action; compile review findings into various reports. Incumbents also provide medical case management for disability claims that require medical consultation; obtain physician input in the analysis of medical issues; screen cases received from the adjudication staff; allocate cases to medical and psychological consultants based on the type of claim expertise and medical specialty; review and monitor physicians' casework activities and provide guidance and input to the medical consultant staff regarding the interpretation and application of the regulations.

Disability Adjudicator IV: Under general direction, incumbents perform advanced journey level claims adjudication which includes the authority to complete final determinations without review or approval of medical or psychological consultants. This class is distinguished from the lower levels by the increased variety and complexity of claims issues and the independence and level of decision-making. In order to warrant allocation to this class, incumbents must function at this level of independence at least 50% of the time.

In addition, incumbents provide advice, guidance and training to lower level Disability Adjudicators regarding complex medical and vocational issues and the application of applicable regulations, guidelines and standards; research, clarify and interpret changes in federal laws and agency procedures; review casework to identify deficiencies; assist lower level Disability Adjudicators in a plan to improve quality and production.

Disability Adjudicator III: Under general direction, incumbents perform the full range of duties described in the series concept; independently secure necessary evidence and apply program regulations, guidelines and standards to arrive at conclusions relative to disability issues. Technical assistance is available from supervisors, higher-level staff, and medical and psychological consultants. Work is reviewed at a higher level on a sample basis for accuracy of the determination and compliance with federal and agency requirements.

This is the journey level in the series. The Disability Adjudicator III is distinguished from lower level Adjudicators by the complexity of assigned claims and the level of independence with which assigned duties are performed.

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CLASS CONCEPTS (cont'd)

Disability Adjudicator II: Under general supervision, incumbents continue to receive training and gain experience in the development, evaluation and adjudication of disability claims. This is the continuing trainee class which is distinguished from the lower level by increased complexity of assigned claims and greater independence with which the duties are performed. Progression to the journey level may occur upon meeting the minimum qualifications and with recommendation of the appointing authority.

Disability Adjudicator I: Under close supervision, incumbents receive training and gain experience in the development, evaluation and adjudication of disability claims. This is the entry level in the series which provides for progression to the continuing trainee level upon meeting the minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

DISABILITY ADJUDICATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a life or health science or related field and one year of experience making disability determinations independent of review by medical or psychological consultants equivalent to a Disability Adjudicator IV in Nevada State service; **OR** a bachelor's degree from an accredited college or university in one of the above fields and two years of journey level experience adjudicating claims for Social Security disability equivalent to a Disability Adjudicator III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: physical and mental impairments and their effects on the ability to perform work; disease process, injury effect, commonly accepted treatment, prognosis and duration of mental and physical disabilities; methods, techniques, principles and practices pertaining to the Social Security Administration disability adjudication process. **Working knowledge of:** medical and psychological terminology sufficient to perform quality control and supervisory review functions; caseload management techniques sufficient to assign, prioritize and control fluctuating caseloads for subordinate staff. **Ability to:** assign work and delegate responsibility through verbal and written communication; compare complex facts and abstract concepts relative to medical and psychological conditions to program regulations, guides and procedures. **Skill in:** understanding and interpreting medical documents, technical information, legal mandates, and complex laws and regulations; communicating with management, medical and psychological consultants and adjudication staff to clarify and explain policies, regulations, and technical and personnel issues; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** principles and practices of supervision and training; and agency operating procedures and protocol. **Ability to:** apply management techniques to plan, prioritize and schedule work; review and analyze case records and computer generated reports to determine quality, quantity and timeliness of work production; develop corrective action plans when individual or unit goals are not met; train, supervise and evaluate the performance of subordinate staff.

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MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR IV

EDUCATION AND EXPERIENCE: Three years of experience adjudicating claims for Social Security disability which included one year of experience performing the full range of duties described in the series concept at the journey level; **OR** one year of experience as a Disability Adjudicator III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: federal regulations and guidelines and agency policies and procedures applicable to disability adjudication; impact of mental and physical impairments on an individual's functional capacity. **Ability to:** make final determinations on Social Security claims independent of medical or psychological review; effectively communicate with adjudicator staff to clarify and explain technical issues; maintain composure and interact professionally in confrontational situations. **Skill in:** managing a large, diverse caseload of disability adjudication cases; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: on-the-job training methods and techniques. **Ability to:** review the work of others for the purpose of identifying errors and deficiencies.

DISABILITY ADJUDICATOR III

EDUCATION AND EXPERIENCE: Two years of experience adjudicating claims for Social Security disability which included managing a large caseload; securing and integrating medical and psychological evidence; weighing evidence, resolving conflicting information, and assessing credibility of alleged limitations; writing explanations of complex determinations of eligibility; **OR** one year of experience as a Disability Adjudicator II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: caseload management techniques to control a fluctuating workload; a wide variety of occupations and required job skills; standard tests used in evaluating and documenting mental and physical impairments; principles, methods and techniques used to develop, analyze and evaluate evidence pertinent to disability claims; federal regulations, guidelines and agency procedures applicable to adjudicating Social Security disability claims. **General knowledge of:** publications of the Department of Labor and Bureau of Census concerning job requirements. **Ability to:** work independently and follow through on complex duties with minimal supervision; understand and apply complex regulations, standards and instructions to facts and abstract concepts to arrive at objective conclusions; weigh evidence, resolve conflicting information and assess credibility of alleged limitations; manage a large, diverse caseload of disability adjudication cases. **Skill in:** preparing clear and concise written explanations of complex determinations of eligibility using appropriate medical, vocational and legal terminology; securing, organizing and summarizing all medical, vocational and lay evidence necessary to reach and convey decisions of eligibility; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: negotiate solutions to problems, exchange ideas and information with others and arrive at mutually agreeable decisions.

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MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR II

EDUCATION AND EXPERIENCE: One year of training and experience in adjudicating claims for Social Security disability which included applying Social Security Administration regulations and guidelines; reading and interpreting medical and psychological diagnostic and treatment reports; writing technical rationale for determinations; managing a caseload; **OR** one year of experience as a Disability Adjudicator I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: statewide medical community including hospitals, outpatient clinics and physicians; medical and psychological terminology sufficient to read and interpret diagnostic treatment reports; disability adjudication processing program and software. **General knowledge of:** principles and practices associated with the disability adjudication process; federal vocational, medical and legal regulations and guidelines, agency procedures applicable to adjudicating Social Security disability claims; caseload management techniques to control a fluctuating workload; a wide variety of occupations and required job skills; standard tests used in evaluating and documenting mental and physical impairment. **Ability to:** analyze a variety of data pertaining to the disability review process; use disability adjudication related computer programs to manage and process cases; manage a caseload of disability adjudication cases. **Skill in:** writing technical rationale using appropriate medical, vocational and legal terminology; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Skill in: analyzing and evaluating medical, legal and vocational data.

DISABILITY ADJUDICATOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in general studies or related field and one year of experience which included evaluating technical or legal information; writing narrative summaries; documenting facts and maintaining records; applying and explaining complex regulations, policies and procedures; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: problem solving techniques; research techniques sufficient to locate required information from diverse sources. **Ability to:** establish and maintain harmonious working relationships with co-workers, consulting staff and the public; document facts and maintain case records; communicate effectively with persons from various socio-economic backgrounds; elicit facts using interviewing techniques; read and understand technical or legal documents; communicate verbally to express ideas and explain problems and findings using appropriate grammar and vocabulary; use a personal computer to enter and retrieve data. **Skill in:** writing concise, logical and grammatically correct narrative summaries; analyzing information, problems and situations to formulate logical and objective conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: physical and mental disabilities and their effects on the ability to perform work; commonly accepted treatments, prognosis and duration of mental and physical disabilities; anatomy and physiology; medical and psychological terminology sufficient to read and interpret diagnostic and treatment reports; principles and practices associated with the disability adjudication process; federal

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MINIMUM QUALIFICATIONS (cont'd)

DISABILITY ADJUDICATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

laws, regulations and guidelines and agency procedures applicable to adjudicating Social Security disability claims; vocational, medical and legal references and written standards applicable to the disability adjudication process; local medical providers including hospitals, outpatient clinics and physicians. **Ability to:** develop and assess a variety of data pertaining to the disability review process; read, understand, interpret and apply medical and legal documents, and policies and procedures; write technical rationale using appropriate medical, vocational and legal terminology. **Skill in:** interpreting and applying laws, regulations and procedures to recurring situations to make eligibility determinations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	9/19/03PC	7/1/93P 10/23/92PC	1/1/61	11/8/94UC	6/24/83
REVISED:			12/15/69		
REVISED:			11/21/73		
REVISED:			10/2/79-3		
REVISED:			6/24/83		
REVISED:			7/1/93P		7/1/93P
REVISED:			10/23/92PC		10/12/92PC
REVISED:		11/8/94UC	11/8/94UC		11/8/94UC
REVISED:		9/19/03PC	9/19/03PC	9/19/03PC	9/19/03PC